

**CRLA TELEPHONE CONFERENCE
JANUARY 26,1995**

MEMBERS PRESENT: Tom Gier, *President*; Patricia Mulcahy-Ernt, *President-Elect*; Jo-Ann Mullen, *Past-President*; Sandra Evans, *Treasurer*, Nancy Moreland, *Secretary*.

The meeting was called to order by Tom Gier at 2:30 p.m. Central Time.

Approval of Agenda

1. **Jo-Ann made the motion to approve the minutes as amended. Second by Pat. Passed.**

Attachment A

Agenda

1. **Approval of Agenda**
2. **Approval of Minutes from 12-8-94**
3. **Old Business/Updates**
 - A. **Non-Profit mailing status for JCRL**
 - B. **Membership Coordinator/ Mailing**
 - C. **Tempe Update**
 - D. **Canadian Symposium Update**
 - E. **State/Reg. Representation Update**
4. **New Business:**
 - A. **Coordinator of States and Regions**
 - B. **CRLA Board Mileage Reimbursement**
 - C. **CRLA Auditor's Report for 1993-94**
 - D. **Scholarships & Awards Committee**
 - E. **CRLA & College Board Liaison Agreement**
 - F. **Plenary Session**
5. **Misc. Business/Reports**
 - A. **Tempe Board Schedule**
 - B. **Letter from Janice Lewis**
 - C. **Compliment Sandra Evans on her Reimbursement and PO Forms**
 - D. **Letter from Susan Clark-Thayer**
 - E. **Albuquerque Board Meeting**
 - F. **Associate/Assistant Membership Coordinator**
 - G. **Publishers' Chair**

NOTE: Amended Agenda not in bold.

Approval of Minutes

2. **Jo-Ann made the motion to accept the Minutes as corrected. Second by Pat. Passed.**

Non-Profit Mailing Status for JCRLA

3. Tom reported to the Board that we are still waiting for the non-profit mailing decision. Donna Wood informed him that Doris Norman of the Memphis office had forwarded our request and documentation to her supervisor in Washington, D.C. The person in D.C. sent a letter to JoAnn Carter-Wells informing her the request was denied because CRLA is not an educational institution. JoAnn sent documents proving we are educational. No word has been received since.

Non-Profit Tax Status?

Pat asked how the Board deals with purchasing supplies on non-profit tax status. The Board had a brief discussion, and Jo-Ann said she would send Pat documentation which could be shown when purchasing supplies, etc.

Membership Coordinator Mailing Service

4. Tom informed the Board that Robin Bischof is in the hospital for surgery, and her CRLA duties will be on hold for about a week. Sandra will send Robin flowers on behalf of the Board.

Associate Membership Coordinator, Need for Secretarial Help

Pat commended Robin for her good work, but she was concerned that a few members had not received requested information. Pat suggested that CRLA needs a base with clerical support. Tom brought up the idea that we almost need a secretarial service as well as a mailing service. The Board briefly discussed this issue and the fact that institutional financial support has

decreased due to their reduced funding. Tom will contact Robin in a week or two to discuss the possibility of reinstating the position of Associate Membership Coordinator and just how to handle the printing, mailing, etc. Tom and Robin will work on a proposal for presentation at the Tempe Board Meeting.

Pat brought up the idea of increasing dues by \$10.00 to possibly fund a secretarial service or person.

Board discussion was also held concerning the *Journal* mailing and the number of issues we have received. Volume 27, Issues 1 and 2 will come out pretty close together this year. Only one Issue was received for Volume 26. Tom will check with JoAnn Carter-Wells for accuracy on this matter. Pat had received several inquiries as to the number of *Journals* members had received. Tom pointed out that CRLA had increased the number of issues of the *Journals* going out each year, but no increase was made for dues. Tom suggested the only expedient way to inform the members about the *journal* problem would be in the Plenary Session at the Tempe Conference.

*Dues Increase to Fund
Secretarial Help?*

*Journal Issues Received
Last Year and This Year*

Tempe Update

Pat Commended

New Member Information

5. Tom began this discussion by commending Pat for the excellent job she did in getting out registration information about the conference. Pat asked Board Members if they had received the registration packets. Pat mentioned that in addition to requests for packets, she has also received a number of inquiries about membership

Table

in CRLA. Pat is planning to set up a New Member Information Table in which former Board members will be available to help give out information about CRLA. New members will also be recognized one evening at the Hospitality Room.

Rooms for Board

Pat sent the Board tentative hotel room assignments for Tempe and made confirmation as to Board's travel plans. Tom praised Pat for having so much done ahead in regard to the rooms.

Leadership Workshop

Pat and Jo-Ann informed the Board of their responsibility for the workshop. Jo-Ann requested the Board attend the first part of the meeting. Pat gave some of the logistical plans.

Journal Luncheon

The Board authorized JoAnn Carter-Wells to take the *Journal* Editorial Board to lunch. No formal luncheon is planned.

Canadian Symposium

6. Tom reported the preparations for the Canadian Symposium are going fine. He will get the ad to Pat around February 1 and will have registration packets available at the Tempe Conference. They are doing a presentation after the Plenary Session, and they will make a presentation at the banquet on Saturday night. Tom and Karan will make a presentation at the Learning Assistance Centers Conference in Alberta in May and will work with the committee after that.

1996 Fall Conference

7. Pat mentioned she had received requests for information about the Fall 1996 conference in Albuquerque. Jo-

Ann responded that Vince Orlando has his theme for the conference and plans are under way. He is waiting for the Site Chair to be appointed. Jo-Ann inquired as to why Susan Deese-Roberts was making the selection of Site Chair (was it because she is from New Mexico or because she is Site Selection Chair). Tom indicated Susan will make the decision as Site Selection Chair, but it helps that she is from New Mexico. Tom will visit with Susan Deese-Roberts and get back to Vince.

*State/Region Representation
Visits Update*

8.

Pat gave a brief report on her trip to the Winter Institute in Arizona. She said the institute was excellent. She had the opportunity to discuss standards with Martha Maxwell. Martha agreed to chair an ad hoc committee on standards. Pat has requested a copy of the NADE teleconference on standards and is planning on playing the tape at Tempe for CRLA members. Martha will lead a discussion group on standards at the Tempe Conference.

*Coordinator of States/Regions
Report*

9.

*Board Decides only One
Arizona Director*

Jo-Ann is in the process of replacing directors. There was a question from Arizona as to their having four directors. The Board made the decision to have only one director. If the director wants to appoint an executive committee, that would be fine.

*State Director Mailing
List to Exhibitor*

One of the exhibitors wants a list of State Directors and Presidents. After a brief Board discussion, the Board thought it would be o.k. since the information is published in the

Newsletter and the conference program.

*CRLA Board Mileage
Reimbursement Rate*

10. Sandra asked the Board to establish a standard reimbursement rate for mileage. Pat suggested we use the IRS standard for mileage.

Pat made the motion for CRLA to adopt the standard yearly IRS mileage rate. Second by Sandra. Passed.

Sandra will check on the current IRS mileage rate and will call Board Members.

*CRLA Auditor's Report
for 1993-94*

11. Gladys Shaw sent the Board the annual Auditor's Report. Gladys reported, "I am pleased to see the healthy bank balances." She reported there were no material discrepancies found in the records and commended the Board on its stewardship of the organization's funds. However, she did have several suggestions for the Board to consider:

Attachment

*NCR Forms for Daily
Conference Reporting*

A. Continue to make on-site registrations distinctive. NCR forms would be cheaper and easier to work with.

*Training for On-Site
Staff Handling Money*

B. On-site staff handling money should be trained in advance to make a record for each receipt and to not issue cash refunds.

*Daily Conference
Reconciliation*

C. A reconciliation form should be completed each day for on-site receipts.

*Conference Financial
Summary Report*

D. A conference (financial) summary report is recommended.

E. She recommended that \$30,000 from the conference account and \$10,000 from the operating account be used to purchase a six month C.D. at a different institution than the checking accounts because of the \$100,000 insurance limitations.

*C.D.'s to be Purchased
\$30,000 & \$10,000*

Pat made the motion that \$30,000 from the conference account and \$10,000 from the operating account be used to purchase a six month C.D. Second by Nancy. Passed.

Sandra will check on getting the C.D.'s.

F. Gladys suggested purchasing event cancellation insurance for the conference, consider Fidelity Bonding, and liability insurance for protection of the officers and the organization.

*Event Cancellation
Insurance*

Pat made the motion to take out Event Cancellation Insurance for the Tempe Conference. Second by Sandra. Passed

Fidelity Bonding

Pat made the motion to take out Fidelity Bonding for designated persons handling large sums of money at the conference. Second by Sandra. Passed.

Liability Insurance

Pat made the motion to investigate and authorize taking out Liability Insurance for CRLA officers and the organization after checking with Gladys. Second by Sandra. Passed.

*Scholarships and Awards
Committee Report*

12. Jo-Ann reported that Rosanne Cook was concerned about the lack of applications for the scholarships. Jo-Ann said she had discussed using the *Newsletter* to make members aware of the scholarships, and that maybe, Roz Bethke could interview scholarship recipients for articles in the *Newsletter*.

Attachment C

Tom reported that Rosanne has done a good job cleaning up the scholarship applications. He also reported that a large number of applications have been received for the Tom Pasternack Tutor Scholarship.

*Board Agenda Item for
Tempe*

Tom will discuss with Rosanne the possibility of shortening the scholarship applications. Jo-Ann suggested the item be discussed by Board in Tempe.

*CRLA & College Board
Liaison Agreement*

13. JoAnn Carter-Wells sent the Board a copy of the CRLA & College Board Liaison Agreement. Pat will visit with JoAnn Carter-Wells to discuss specifics of this agreement. The CRLA Board is satisfied with the agreement.

Plenary Session

14. Tom, Susan Deese-Roberts, and Jo-Ann will lead this session at the Tempe Conference.

Items the Board suggested for consideration to discuss at the Plenary Session are:

A. Raise dues to \$50 with \$10 designated to mailing/secretarial service.

B. Increase culturally diverse membership.

C. Recruiting new people to the field.

D. Future Fall Conference Sites

E. Issues facing the organization

F. Clarify question concerning the number of *Journal* issues received for 1993-94 and 1994-95.

G. Other issues from members

- Tempe Board Schedule* 15. Pat asked how the Agenda was set for the Tempe Board Meetings. Tom will get a copy of the schedule to Pat and will visit with her later about this item.
- Letter from Janice Lewis* 16. Janice informed the Board by letter of her resignation as Executive Editor of the *Journal*. Changes in her personal life led to the decision to resign.
- Board Commends Janice* The Board commended Janice for her good work with the *Journal*.

Attachment E

After a brief Board discussion, it was decided that Tom would talk with JoAnn Carter-Wells as to whether she would like an assistant or who she would like to have an Executive Editor. Prior to JoAnn Mullen and Vincent Orlando who preceded JoAnn Carter-Wells and Janice Lewis as dual *Journal* editors, only one person held the position of editor. Mullen and Orlando, Carter-Wells and Lewis had the unique situations of living close and could work cost effectively.

Associate/Assistant

CRLA Telephone Conference

January 26, 1995

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Membership Chair 17. This was discussed with Item 4. Please refer to Item 4 for information.

Nancy had to leave the Board Conference Call at this time. The following Agenda items will be rescheduled for the March 2 call.

*Compliment Sandra Evans on her Reimbursement and PO Forms

*Letter from Susan Clark-Thayer

*Albuquerque Board Meeting

*Publishers' Chair

The meeting was adjourned at 4:15 p.m. Central Time.

Respectfully Submitted,

Nancy Moreland, Secretary

(These minutes were approved by the Board on March 2, 1995.)

JANUARY 26TH CONFERENCE AGENDA: UPDATED 1/15/95

1. Approval of agenda.
2. Approval of minutes from 12/8/94 conference call.
3. OLD BUSINESS/UPDATES
 - A) Non-profit mailing status for JCRL (Tom)
 - B) Membership Coordinator / Mailing Service (Tom)
 - C) Tempe Update (Pat)
 - D) Canadian Symposium Update (Tom)
 - E) State/Region Representation/Visits Update (Board)
4. NEW BUSINESS
 - A) CRLA Election Chair's Report (Tom)
 - B) CRLA BOARD MILEAGE REIMBURSEMENT RATE (Sandra)
 - C) CRLA's AUDITOR'S REPORT FOR 1993-94 (Tom)
 - D) SCHOLARSHIPS AND AWARDS COMMITTEE REPORT (Tom)
 - E) CRLA AND COLLEGE BOARD LIAISON AGREEMENT (Tom)
5. Misc. business/reports
6. Next meeting. Unless there is a pressing need, the next conference call is scheduled for Thursday, March 2nd at the same times as the January meeting.

JANUARY 26TH CONFERENCE AGENDA: UPDATED 1/15/95

1-800 232 1234
Rev AR 69983

1. Approval of agenda. *M - J A*
2nd - Pat

2. Approval of minutes from 12/8/94 conference call. *M - J A*
2nd - Pat

3. OLD BUSINESS/UPDATES

A) Non-profit mailing status for JCRL (Tom)

Donna Wood - Doris Norman, Memphis -> West DC - letter to J.C.W - still waiting

B) Membership Coordinator / Mailing Service (Tom)

Robin had surgery on Wed - will be out of Commission for about a week. Sandra will send flowers for Board.

Responsible for non-project for publication, printing, J.A. Ball and copies of paperwork to Board.

C) Tempe Update (Pat)

D) Canadian Symposium Update (Tom) *Don't fire*

Presentations Sat noon + evening -

E) State/Region Representation/Visits Update (Board)

Pat - write institute - follow up month in effort standards - identify someone on standards -

4. NEW BUSINESS

A) ~~CRLA Election Chair's Report (Tom)~~ *Coordinator of States + Regions - J - A*

B) CRLA BOARD MILEAGE REIMBURSEMENT RATE (Sandra)

Sandra needs Board to establish standard - Pat suggested we use IRS standards

C) CRLA's AUDITOR'S REPORT FOR 1993-94 (Tom)

notes on report. ~~ETA~~

M - Pat accept IRS mileage - 2nd Sandra

D) SCHOLARSHIPS AND AWARDS COMMITTEE REPORT (Tom) *Board Agenda Item in Tempe*

E) CRLA AND COLLEGE BOARD LIAISON AGREEMENT (Tom)

Pat will talk w/ J.A.C.W about this

F) Plenary Session

- Items to discuss*
- 1. *Review dues to \$50 w/ 1/30 dedicated to mailing*
- 2. *Review membership membership - culturally diverse membership*
- 3. *Recruiting new people to field*
- 4. *Future JALC Long. sites*
- 5. *James facing organizations?*
- 6. *What issues should Board focus on?*

5. Misc. business/reports

A. Tempe Board Schedule

B. Letter from Jamie Lewis

C. Compliment Sandra on new Reimbursement + PO forms

D. Letter from Susan Clark-Thayer

E. Albuquerque Board Meeting

6. Next meeting Unless there is a pressing need, the next conference call is scheduled for Thursday, March 2nd at the same times as the January meeting.

F. Associate/Assistant Membership Coordinator *Pat*

G. Publisher's Chair

tape
Tom - resources
need to centralize printing
Secretarial services

Pat - People would pay extra 10.00 or dues to receive materials "on time"
Journal - Vol 26 only 1 journal missing
Vol 27
1 journal missing
Kate Sandberg is helping w/ mailing - Tom will contact Robin to ask her to help design job description, & program for assist. memb. coord.

Att. A

Pat had requests for 1996 conf. if choice has theme unable to reach Susan Site Chair?

Att. B

Att. C

Att. D

Att.

discussed w/ 3B

Pat - we need to improve J.A.C.W. Journal

Tom will ck w/ J.A.C.W about this number of Journals.

MEMO

TO: CRLA BOARD MEMBERS
PAT MULCAHY-ERNT FAX: (203) 264-1288 *51
JO-ANN MULLEN FAX: (303) 351-2312
✓NANCY MORELAND FAX: (806) 371-5470
SANDRA EVANS FAX: (409) 938-8918

FROM: TOM GIER FAX: (907) 786-4383
office: (907) 786-4362

DATE: 15 JANUARY 1995

RE: JANUARY CONFERENCE CALL: UPDATED AGENDA

This is just a reminder that our next teleconference call is scheduled for:

Thursday, January 26th at:
3:30 pm Eastern - Pat
2:30 pm Central - Nancy and Sandra
1:30 pm Mountain - Jo-Ann
11:30 am Alaskan - Tom

First of all, I want to wish each of you a Happy New Year. I hope that you all had a great holiday season. I also want to commend Pat on the outstanding job she did with the Tempe Conference Registration Packet; it looks fantastic! Way to go, Pat.

As you will notice I have included a few additional documents that will go with the January board meeting. I look forward to talking to you all. Take care.

Happy New Year, Nancy.

(..)
Tom

P.S. Would you be so kind as to send a copy of our By Laws to Dr. Donna Wood, our new Bylaws Chair? Thanks a million. (..)



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FAX

Date: January 19, 1995

To: Tom Gier FAX (907) 786-1688
Sandra Evans FAX (409) 938-8918
Jo-Ann Mullen FAX (303) 351-2312
Nancy Moreland FAX (806) 371-5470

From: Dr. Patricia Mulcahy-Ernt
Department of Education and Educational Psychology
Western Connecticut State University
Danbury, CT 06810
(203) 837-8515 (Work Phone)
(203) 264-1288 (Home Phone)
(203) 264-1288 *51 (FAX)

Re: CRLA Conference: Reservation Form

Message:

Attached are the confirmation numbers for the Radisson rooms. If you see any necessary changes, we can talk about them during our conference call. As always, thanks for your help.

Pat

A handwritten signature in black ink, appearing to be 'Pat' with a stylized flourish.

If there are any problems with the transmission of this fax, please call (203) 264-1288.

MEMO

TO: CRLA BOARD MEMBERS
PAT MULCAHY-ERNT FAX: (203) 264-1288 *51
JO-ANN MULLEN FAX: (303) 351-2312
NANCY MORELAND FAX: (806) 371-5470
SANDRA EVANS FAX: (409) 938-8918

FROM: TOM GIER *Tom* FAX: (907) 786-4383
office: (907) 786-4362

DATE: 27 JANUARY 1995

RE: MARCH CONFERENCE CALL: PRELIMINARY SCHEDULE

Our next teleconference call is scheduled for:

Thursday, March 2nd at:
3:30 pm Eastern - Pat
2:30 pm Central - Nancy and Sandra
1:30 pm Mountain - Jo-Ann
11:30 am Alaskan - Tom

Thank you for all your hard work. It is certainly a pleasure to spend time with such dedicated friends and colleagues. It is always enjoyable conferencing with you four.

If you have any items for the March conference call mail or fax them to me by Friday, February 17th. Sandra will again have us contacted at the same phone numbers as on January 26th.

In closing, I want to say that I am looking forward to our next conference call and to seeing all of you in Tempe.

*Nancy -
Thank a million
for all you do for
CRLA and thanks
for your support.
It is always a
pleasure conferencing
with you. Thanks.
Tom*

PRELIMINARY MARCH 2nd CONFERENCE AGENDA

1. Approval of agenda.
2. Approval of minutes from 1/26/95 conference call.
3. OLD BUSINESS/UPDATES
 - A) JCRL (Tom) - Non-profit mailing status
 - New Executive Editor (?)
 - Volumes 26 and 27
 - B) Discussion concerning New Job Description for Associate Membership Coordinator (mailing and printing services)(Tom)
 - C) Tempe Update (Pat)
 - D) Canadian Symposium Update (Tom)
 - E) Board Visits (Board)
 - F) CRLA Board Mileage Reimbursement Rate (Sandra)
 - G) Plenary Session Topics (Tom)
4. NEW BUSINESS
 - A) Coordinator of States/Regions (Jo-Ann)
 - B) Tentative Agenda for Tempe Board Meetings
 - C) Discussion concerning date of Albuquerque Board Meeting (Board)
 - D) Conference Cancellation Insurance (Sandra)
 - E) Fidelity Bonding for On-site personnel handling money (Sandra)
 - F) Liability Insurance for protection of officers and CRLA (Sandra)
5. Misc. business/reports
6. Next meeting. Monday, April 3rd, 9 am, Tempe, AZ